

DATE: March 29, 2001

TO: All Conservation District Chairs and
Conservation District Offices

FROM: Lynn Brown, Chair
Conservation Commission

RE: Reporting Due Dates

Reporting deadlines have been a requirement of eligibility for Conservation Districts for the Basic Funding Match Program since 1995.

Required reporting includes:

- Annual work plan
- Annual report of accomplishments
- Proof of an annual internal audit
- Quarterly grant reports

The Conservation Commission, at its March 15, 2001 regular meeting, asked that districts be reminded of these requirements and that district reporting must meet due dates in order to receive grant reimbursement. The Commission has allowed this year's deadline to be extended to May 15, 2001. However, beginning in 2002, districts that do not meet the reporting deadlines, will not be eligible to receive Basic Funding.

What This Means To Your District:

1. BASIC FUNDING

This Year (Fiscal Year 2002):

- If your district has not already done so, the 2000 Annual Financial Report, the Annual Plan of Work, and the report of Internal Audit must be received by the Commission by **May 15**.
- The FY 2002 Basic Funding Application is due **June 1, 2001** along with your updated Money & Program Management Standards and Certification.
- Only Districts that meet these due dates will receive their Basic Funding allotment July 1, 2001.

FOR FUTURE YEARS: Each District must submit all reports on time to receive Basic Funding. Commission staff is developing a calendar to help Districts provide timely reports.

2. OTHER COMMISSION GRANT PROGRAMS

It has been Commission policy for some time to withhold reimbursements from districts that are not current in their quarterly grant reporting until the delinquent report is submitted. To assure that the Districts and the Commission are protected by meeting legal and financial obligations, reimbursements will be made only when Districts have met all reporting requirements

We realize districts are busy, but to maintain credibility with the legislature and the public, we must operate in a business-like manner. The Commission and conservation districts must be accountable in order to obtain continued funding for district programs.

If you have any questions about the Basic Funding Match Program, any of the other Commission grants programs, or the due dates for the various plans and reports, please call me at (509) 933-3398, your Field Operations Manager, or the Commission Grants Staff at (360) 407-6200. Thank you for your cooperation.

CC: Commission Members
 Steven R. Meyer
 Field Operations Managers
 Commission Grants Staff